CLAYPOLE CHURCH OF ENGLAND PRIMARY SCHOOL

Exclusions Policy

Vision

We aim to instil in all the balance of academic, behaviour & character skills needed to succeed; inspire all to apply these skills through positive & proactive learning opportunities; and innovate our approaches so all take the lead, utilise their talents and flourish.

"If you believe, you will receive whatever you ask for in prayer." *Matthew 21:22*

Rationale

This policy, which will eventually be an appendix of a redrafted Behaviour Policy, deals with the policy and practice which informs the School's use of exclusion. It is underpinned by the shared commitment of all members of the School community to achieve two important aims:

1) The first is to ensure the safety and well-being of all members of the School community, and to maintain an appropriate educational environment in which all can learn and succeed;

2) The second is to realise the aim of reducing the need to use exclusion as a sanction.

Introduction

The decision to exclude a student will be taken in the following circumstances:-
(a) In response to a serious breach of the School's Behaviour Policy;
(b) If allowing the student to remain in School would seriously harm the education or welfare of the student or others in the School.

Exclusion is an extreme sanction and is only administered by the Head teacher (or, in the absence of the Head, the Deputy Head who is acting in that role). Exclusion, whether fixed term or permanent may be used for any of the following, all of which constitute examples of unacceptable conduct, and are infringements of the School's Behaviour Policy:

- Verbal abuse to Staff and others
- Verbal abuse to children
- Physical abuse to/attack on staff
- Physical abuse to/attack on children
- Indecent behaviour
- Damage to property

- Misuse of illegal drugs
- Misuse of other substances
- Theft
- Serious actual or threatened violence against another student or a member of staff.
- Sexual abuse or assault.
- Supplying an illegal drug.
- Carrying an offensive weapon.
- Arson.
- Unacceptable behaviour which has previously been reported and for which School sanctions and other interventions have not been successful in modifying the student's behaviour.

This is not an exhaustive list and there may be other situations where the Head teacher makes the judgment that exclusion is an appropriate sanction.

Exclusion procedure

Most exclusions are of a fixed term nature and are of short duration (usually between one and three days). The DfE regulations allow the Head teacher to exclude a student for one or more fixed periods not exceeding 45 school days in any one school year. The Governors have established arrangements to review promptly all permanent exclusions from the School and all fixed term exclusions that would lead to a student being excluded for over 15 days in a school term or missing a public examination. (In relation to procedural matters pertaining to the composition and operation of the Governors' Pupil Discipline Committee, the

Governing Body has agreed

The Governors have established arrangements to review fixed term exclusions which would lead to a student being excluded for over five days but not over 15 days in a school term where a parent has expressed a wish to make representations.

Following exclusion parents are contacted immediately where possible. A letter will be sent by post giving details of the exclusion and the date the exclusion ends. Parents have a right to make representations to the Governing Body and the LEA as directed in the letter.

A return to School meeting will be held following the expiry of the fixed term exclusion and this will involve a member of the Senior Management Team, the Head of Year and other staff where appropriate.

If the fixed term exclusion is greater than five days or an accumulation of exclusions exceed five days, a Support Plan will be drawn up. This needs to be agreed with the School, child/ren and parents.

During the course of a fixed term exclusion where the student is to be at home, parents are advised that the student is not allowed on the School premises, and that daytime supervision is their responsibility, as parents/guardians.

Permanent Exclusion

The decision to exclude a student permanently is a serious one. There are two main types of situation in which permanent exclusion may be considered.

1. The first is a final, formal step in a concerted process for dealing with disciplinary offences following the use of a wide range of other strategies, which have been used without success. It is an acknowledgement that all available strategies have been exhausted and is used as a last resort. This would include persistent and defiant misbehaviour including bullying (which would include racist or homophobic bullying) or repeated possession and or use of an illegal drug on School premises.

2. The second is where there are exceptional circumstances and it is not appropriate to implement other strategies and where it could be appropriate to permanently exclude a student for a first or 'one off' offence. These might include:

- Serious actual or threatened violence against another student or a member of staff.
- Sexual abuse or assault.
- Supplying an illegal drug.
- Carrying an offensive weapon *.
- Arson.

The School will consider police involvement for any of the above offences. *
Offensive weapons are defined in the Prevention of Crime Act 1953 as "any article made or adapted for causing injury to the person; or intended by the person having it with him for such use by him."

These instances are not exhaustive but indicate the severity of such offences and the fact that such behaviour seriously affects the discipline and wellbeing of the School.

General factors the School considers before making a decision to exclude

- Exclusion will not be imposed instantly unless there is an immediate threat to the safety of others in the School or the student concerned. Before deciding whether to exclude a student either permanently or for a fixed period the Head will:
- Ensure appropriate investigations have been carried out.
- Consider all the evidence available to support the allegations taking into account the Pupil Behaviour Policy, Equal Opportunity and Race Equality Policies.
- Allow the student to give her/his version of events.
- Check whether the incident may have been provoked for example by bullying or by racial or sexual harassment.

If the Head is satisfied that on the balance of probabilities the student did what he or she is alleged to have done, exclusion will be the outcome.

Exercise of discretion

In reaching a decision, the Head will always look at each case on its own merits. Therefore, a tariff system, fixing a standard penalty for a particular action, is both unfair and inappropriate. In considering whether permanent exclusion is the most appropriate sanction, the Head will consider:

a) the gravity of the incident, or series of incidents, and whether it constitutes a serious breach of the School's Behaviour Policy and

b) the effect that the student remaining in the School would have on the education and welfare of other children and staff.

Nonetheless, in the case of a student found in possession of an offensive weapon, whether there is an intention to use it or not, it is the School's usual policy in this particularly serious matter to issue a permanent exclusion.

In line with its statutory duty, these same two tests of appropriateness will form the basis of the deliberations of the Governors' Pupil Discipline

Committee, when it meets to consider the Head teacher's decision to exclude.

This Committee will require the Head teacher to explain the reasons for the Decision and will look at appropriate evidence, such as the student's School record, witness statements and the strategies used by the School to support the student prior to exclusion.

Alternatives to Exclusion

Alternative strategies to exclusion are included in the Pupil Behaviour Policy. The School works closely with the Local Authority and other primary schools to undertake managed moves where such a course of action would be of benefit both to the student and the two schools concerned. However, the threat of a permanent exclusion will never be used as the means to coerce parents to move their child to another school.

Lunchtime Exclusion

Children whose behaviour at lunchtime is disruptive may be excluded from the School premises for the duration of the lunchtime period. This will be treated as fixed term exclusion and parents will have the same right to gain information and to appeal.

Behaviour Outside School

Children' behaviour outside School on school "business" for example school trips and journeys, away school sports fixtures or a work experience placement is subject to the School's Behaviour Policy. Bad behaviour in these circumstances will be dealt with as if it had taken place in School. For behaviour outside School but not on school business this policy will still have effect if there is a clear link between that behaviour and maintaining good behaviour and discipline among the student body as a whole. If children' behaviour in the immediate vicinity of the School or on a journey to and from school is poor and meets the School criteria for exclusion then the Head may decide to exclude.

Drug Related Exclusions

In making a decision on whether or not to exclude for a drug-related offence the Head teacher will have regard to the School's published policy on drugs and will also seek advice from the LA's Drugs Education Advisor. The decision will depend on the precise circumstances of the case and the evidence available.

In some cases fixed term exclusion will be more appropriate than permanent exclusion. The Head will make a judgment set against the criteria in the school's Drugs Policy

This policy is reviewed annually and revised as necessary.

Reviewed: FGB 9th November 2026

Next review: Autumn 2027 (FGB)

HT decides to suspend/ permanently exclude. HT must inform parents, and (where relevant), the social worker and VSH without delay.

Is exclusion permanent?

NO → Will the suspension cause the pupil to miss a public exam or national curriculum test?

NO → Will the suspension take the pupil's total days out of school to more than 15 days for the term?

NO → Will the suspension take the pupil's total days out of school to more than 5 but not more than 15 in a term?

NO → The GB must consider representations from parents if there are any. The GB isn't required to meet with parents, nor can it direct reinstatement.

YES → HT notifies GB, LA and pupil's 'home local authority' immediately. LA must arrange alternative provision within 5 days. GB must meet to consider reinstatement within 15 days.

YES → HT notifies GB and LA immediately. GB must meet to consider reinstatement within 15 days and must take reasonable steps to meet before exam date. Where this isn't possible, the chair may consider reinstatement independently.*

YES → HT notifies GB and LA immediately. GB must arrange suitable full-time education no later than 6th school day of the suspension. GB must meet to consider reinstatement within 15 days.

YES → HT notifies GB and LA immediately. GB must arrange suitable full-time education no later than 6th school day of the suspension.

Have parents requested that the GB consider reinstatement?

NO → Governors aren't required to consider and can't direct reinstatement.

YES → GB must meet to consider reinstatement within 50 days.

GB meets to consider reinstatement.

Does GB direct reinstatement of pupil?

YES → The pupil is reinstated immediately or at a specified date. GB informs parents, the pupil (if over 18), HT and the pupil's 'home authority', social worker and VSH (where relevant).

NO → GB meets to consider reinstatement.

Does GB direct reinstatement of the pupil?

YES → The pupil is reinstated immediately or at a specified date. GB informs parents, the pupil (if over 18), HT and the pupil's 'home authority', social worker and VSH (where relevant).

NO → The pupil is not reinstated and has no further appeal. GB informs parents, LA and HT.

IRP 'recommends': exclusion process is complete. GB must notify LA, HT and parents of the decision to exclude and GB removes pupil's name from the rolls. IRP can't order budget adjustment or payment of £4,000.

IRP 'requires': IRP may order budget adjustment (maintained school) or payment to LA (academy) of £4,000.

Outcome of consideration is recorded on the pupil's educational record. GB informs parents, the pupil (if over 18), HT and the pupil's 'home authority', social worker and VSH (where relevant). GB also notifies parents of their right to request a review of the decision by an independent review panel (IRP).

Do parents request IRP within 15 days?

NO → Exclusion process is complete. Clerk informs parents, LA, HT and the pupil's 'home authority'. GB ensures pupil's name is removed from the rolls.

YES → LA (if maintained school) or academy trust (if academy) to convene IRP within 15 school days of receiving notice from parents of request.

IRP upholds GB's decision?

YES → The pupil is reinstated immediately or at a specified date. GB informs parents, LA, and HT.

NO → Whether the IRP 'recommends' or 'directs' reconsideration, the GB must meet to reconsider within 10 days of receiving notice of the IRP's decision.

Does the GB reinstate the pupil?

NO